



Richmond Yacht Club Grant Applications

How to get support for traveling to
regattas and clinics!

Basics of Grants

WHERE CAN YOU GET FUNDING AND WHO IS ELIGIBLE?

There are two **separate** sources of grants within the Richmond Yacht Club:

- **RYC Sailing Advisory Committee**
- **The Richmond Yacht Club Foundation**

Get out and compete as much as possible.

Club Assistance – Why?

The Richmond Yacht Club and the Richmond Yacht Club Foundation want youth sailors to be successful. Helping defer costs for competition on larger stages helps sailors with exposure, experience and better results.

- Grant funding can help youth sailors achieve a more broad spectrum of competition, a larger peer base, and higher goal realization
- Each grant can pay up to 1/3 of the total costs ($\frac{1}{3}$ = SAC, $\frac{1}{3}$ =RYCF, $\frac{1}{3}$ =Sailor)

Sailing Advisory Committee



Richmond Yacht Club
P.O. Box 70295, Point Richmond, CA 94807

SAC Grant Application

Application Date _____

Are you and each team member a member of Richmond Yacht Club? Yes _____ No _____

Will you and each team member be sailing under the RYC burgee? Yes _____ No _____

Name(s) _____ Age(s) _____

Event _____ Dates _____

Boat Class _____ Email _____

Is this a qualifying event? Yes /No If Yes, for what event? _____

Venue _____

To whom should the check be made out? _____

Mailing Address _____

City _____ State _____ Zip _____

Home Phone: (____) ____ - _____ Work/Cell Phone (____) ____ - _____

EXPENSE BREAKDOWN

Entry Fee (Due Date _____) \$ _____

Boat Charter/transportation cost (charter __, owned/borrowed/provided __) \$ _____

Travel Expenses (airfare, ground transportation) \$ _____

Lodging Expenses (____ days x \$ ____ per day) \$ _____

Food Expenses (____ days x ____ # team members x \$ ____ per day) \$ _____

Other Expenses: (Please describe below. Do not include deposits, insurance, repairs, sails, rigging, hulls, other boat parts, nor boat purchases.) \$ _____

Total Cost of Event \$ _____

ANTICIPATED FUNDS

From applicant and/or crew/team: \$ _____

From other sources:

Source _____ Anticipated Amount: \$ _____

Contact _____ Phone (____) ____ - _____

Has source made a decision? Yes / No

Source _____ Anticipated Amount: \$ _____

Contact _____ Phone (____) ____ - _____

Has source made a decision? Yes / No

Total Grant Request from RYC Sailing Advisory Committee \$ _____

- Please attach a cover letter, a sailing resume for each team member, and event(s) NOR.
- If a grant is requested for multiple events, please attach an itemized budget covering all events and summarize the totals on this sheet.
- Applicants should strive for at least one other funding source in addition to RYC SAC and themselves.

SAC Grants

- Application and Guidelines are here:
<http://www.richmondyc.org> > member's area> resource center> Sailing Advisory> SAC Grants.
- SAC grant funds are very limited. SAC Grants are issued on a first come first serve basis.
- Applications that do not comply with the published Grant Guidelines may be returned or rejected.
- SAC provides up to 1/3 of your allowable regatta expenses. Amounts awarded are discretionary, not automatic.

SAC REQUIREMENTS:

___ RYC member;

___ Under 25;

___ Sailing under RYC burgee;

___ Regatta >75 miles from RYC, no school programs;

___ Completed application. All application lines/info completed. Attach personal cover letter, resume for each sailor, NOR, and include budget for each event;

___ Submit 30 days before regatta.

● **ALLOWABLE EXPENSES:** travel to and from regatta, lodging, meals, regatta entry fees.

● **EXCLUSIONS:** coaches, spectators, personal boat expenses, items included in the regatta.

RICHMOND YACHT CLUB FOUNDATION

- The exclusive purpose of the Foundation has been to foster amateur national and international yacht racing by assisting in the training and education of amateur sailors for participation in such competition.
- The primary means for carrying out this mandate is through awarding grants to applying sailors for financial assistance with the often-significant expenses of participating in these events.
- The funds used to make these grants come from the generous folks who make donations to the Foundation of cash, boats, and saleable nautical gear.

Richmond Yacht Club Foundation Requirements

Please read the instructions before completing the Grant Application spreadsheet

Instructions

1. Teams to submit joint grant application (one application per team) in advance of the event
2. It is assumed that teammates will share rooms and transportation costs when appropriate
3. Do not include deposits, insurance, repairs, sails, rigging, hulls, other boat parts, boat purchase, coaching fees (okay if coaching is included as part of the event) or any chaperone costs.
4. If participating in ongoing Olympic preparation, please meet with the RYCF board (bring a copy of your personal/team budget). We will discuss the facets of your budget we can support
5. Check that you have included all of your expenses and funding sources
6. Save this form in your documents file
7. By submitting this application you confirm that the information provided is correct and if any donations or costs change you agree to immediately make the RYCF aware of the changes
8. If you have not received confirmation of your application within one week of submitting, please email the grants team listed below.

Please attach:

- Cover letter (one letter for a team is sufficient)
- Sailing resume for each applicant
- NOR and SIs for each event
- Completed Grant Application in Excel Format (not google docs or numbers)

PLEASE SUBMIT TO GRANTS TEAM: Ornaith Keane OrnaithKeane1@gmail.com with a cc to Jasper Van Vliet jaspervvliet@gmail.com

RYC Foundation Grant App

Please read the following before completing the Grant Application spreadsheet

1. Please attach: 1) a cover letter 2) a sailing resume for each applicant 3) NOR for each event
2. Teams to submit joint grant application (one application per team) in advance of the event
3. It is assumed that team mates will share rooms and transportation costs when appropriate
4. Do not include deposits, insurance, repairs, sails, rigging, hulls, other boat parts, boat purchase, coaching fees (if coaching is included as part of the event) or any chaperone costs.
5. If participating in on-going Olympic preparation, please meet with the RYCF board (bring a copy of your personal/team budget). We will discuss the facets of your budget we can support
6. Check that you have included all of your expenses and funding sources
7. Save this form in your documents file
8. By submitting this application you confirm that the information provided is correct and if any donations or costs change you agree to immediately make the RYCF aware of the changes
9. If you have not received confirmation of your application within one week of submitting, please email the grants team listed below.

PLEASE SUBMIT TO GRANTS TEAM: Ornaith Keane OrnaithKeane1@gmail.com with a cc to Jasper Van Vliet jaspervliet@gmail.com

2	Applicant Name (s)	Applicant Email	Applicant Phone	Applicant Age	Cell left blank	To whom should check be made payable and to what address should it be sent?
3						
4	Event Information					
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35 **Anticipated Funds**
 36 Please list each source from whom you have/will requested funding, include funding you will provide yourself (red) along with funding requested from RYCF (red).

37	List each organization from whom funds have been or will be requested for this event. It is expected that participants fund 1/3 of the event cost	Amount Requested	Amount Requested	Amount Requested	Amount Requested	Comments	Anticipated \$ Amount
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39							
40							
41							
42	Richmond Yacht Club Foundation						
43	Participant/Crew Contribution Info						
44	Total Anticipated Funds.						

45 Contact Information for Grantors						
46	Name Of Grant Organization	Date Grant Submitted	Contact Name At Grant Organization	Contact Email	Contact Phone	Comment
47						
48						
49						
50						
51	Richmond Yacht Club Foundation		Ornaith Keane	OrnaithKeane1@gmail.com	415 595 1980	

52 Check your numbers and include a cover letter, sailing resume for each participant and the NOR for each event

Sailor's Resume

- Includes name, address, primary contact number, email
- Sailing Experience/Programs/Trainings
- Past Regattas and Results
- Awards/Special Mentions
- Accreditations (If any)

This is needed for each sailor funded by the grant.

We recommend keeping a log of regattas sailed!

Junior Sailor

(415) 555-1212 | my_email@yahoo.com | 5 Windy Way, Sailing City, CA. 94807

Regatta Experience

2021 Chubb U.S. Junior Sailing Championships – R.S. 21

1st at Sears Cup Qualifiers – R.S. 21

2021 U.S. Junior Women's Singlehanded Championship – Laser Radial

4th at 2021 U.S. Youth Match Racing Championship – Sonar

3rd at 2020 PCISA Golden Bear Regatta – Flying Junior

2020 PCISA Rose Cup Regatta – Flying Junior

2019 Sears Cup Qualifiers – Open 5.70

2017 American El Toro Nationals – El Toro

Programs & Clinics

2019 & 2020 SFYC Dave Perry Youth Match Racing Clinic – J22

2017-2020 Archie Williams High School Sailing Club – Flying Junior, c420, 29er

2019 RYC Junior Sailing Program – J22

2018 RYC Junior Sailing Program – Laser Radial

2015-2017 RYC Junior Sailing Program – El Toro

2014 RYC Junior Sailing Program – Opti

Relevant Work Experience

2019-2021 Sailing Instructor, Richmond Yacht Club

- Taught youth sailors racing strategy and boat handling skills. Managed COVID-19 safety protocol. Set marks, rescued capsized sailors, and maneuvered powerboats daily.

Volunteer Work

2017- 2019 RYC Summer Sailing Camp

2017-2019 Green Fleet Midwinters

2018 International 14s Worlds

2018 Earth Day Cleanup

Suggested SAC Budget

Though the budget totals will be listed on the grant application itself, **it is always a good idea to create a budget spreadsheet** (to track costs and provide yourself with historical data for future planning) and attach to the grant application. Budget should include line items for:

1. Regatta Entry
2. Charter Fee (if any)
3. Airfare – Not used if event is being driven to
4. Lodging – Not used in cases of host billeting
5. Car Rental – Used only when flying to the event
6. Fuel – Use estimated mileage to and from event site and daily travel while at event
7. Food – most sailors ask for \$35/day
8. Other – Used when uniforms are required (Major Championships)

Cover Letter Organization

Leads the grant application as an introduction to your request for funding. It should include:

- Opening: Event Host, Location, and Dates and the names of all team members
- Body: Reason for attendance (National Championship, Regional Championship, Clinic, Skills Improvement, Etc.)
- Closing: Respectful request for funding to represent the Richmond Yacht Club at an event

Backup Documentation

Provide copies of all cost information possible, whether forecasted or actual receipts.

- Forecasted costs assist the grant reviewers in understanding total scope
- Actual costs, once realized, can then be adjusted in your spreadsheet and either modified in the grant application or by the reviewer

If forecasting cost, **use the most realistic costs** available and state “Forecasted Cost”. Note, you may be asked for copies of receipts so please keep them.

Things To Remember Regarding The Application Process

- **Apply well in advance of event** (2-3 months prior if possible). Allows time to edit your application before submitting, request to attend monthly grant committee meeting to briefly introduce your team & plans, and allow for grant committee members to review your information.
- Sailors and parents are partners in creating budget, sailor resume, cover letter, application info and event documents **but the majority of the work in the grant application process should come from the sailors themselves**. Include sailing partners in process, so all are aware of costs and funding requests. **Designate one team member** (skipper?) to be main contact person for your grant request, and follow up tasks.
- Keep personal copies of grant application and documents, cost estimates, etc, just in case something goes missing. **Keep track of actual expenses**, so you can refer to this info for future event plans.
- Afterward, let your grant funding groups know you appreciate their support!! Send a thank you note, a photo and brief article for RYC newsletter after your event. Fans like to hear how event went, in your own words even better!! Offer to do presentation for other junior sailors to share your knowledge and experiences.
- On the first day of the regatta, **send Ornaith a team picture** with the RYC burgee.

Things To Remember Regarding The Application Process, Continued

- DEMONSTRATE THAT YOU MADE AN EFFORT. Share expenses. Share a room. Carpool. Explain your efforts to keep costs low. Explain what you have done personally to source other funding (*i.e.*, mowing lawns).
- MORE IS BETTER. Even if you haven't purchased the item, include an exhibit packet of how you arrived at each estimated expense (*i.e.* - Expedia, car rental).
- EXPLAIN SPECIAL REQUESTS. If you have an unusual expense, tell us why you need it and how you arrived at the cost.
- PAY ATTENTION TO DETAIL. Each grantor has different requirements. Make sure you know what they want. And yes, spelling and grammar are important.
- GIVE BACK. Explain how you will help others at the club (*encourage and advise younger sailors, volunteer to clean up the small boat yard, ask your RYC Junior Program Directors if they need help with something*).
- REPORT BACK. **Shortly** after the regatta, send your grantors a regatta report. State what happened, what you learned, and how the funds helped you. Include a photo with your team and the RYC burgee.

“So I Went To A Regatta Last Year in Canada, Can I Recoup Some Costs?” The answer is “no.”

Apply early!

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Funding Resources

- RYC – Sailing Advisory Committee (SAC)
- Richmond Yacht Club Foundation
- Belvedere Cove Foundation (they have a very simple online grant application form <https://belvederecovefoundation.com/grants/>)
- Other yacht clubs (esp if your sailing partners are members)
- Local companies—may give donation if you offer to advertise their co (name or logos on your trailer, boat, etc) Some may give discounts or merchandise, etc.
- West Coast Sailing
- Get creative – maybe a friend or family member will sponsor you in exchange for some of your time, expertise, assistance with projects...?
- REMEMBER: SAC and the RYC Foundation only provide for 1/3 of the costs (each) and may reduce their amount if other sources funding is provided

Exclusions

The following will NOT be funded in grant applications:

- Any and all fees associated with coaching
- Any and all fees associated with spectating (Family & Friends)
- Security deposits for chartered boats
- Any costs associated with personal boats (sails, rigging, etc)

Contacts For Grants

Sailing Advisory Committee

Sue Alexander - sue.alexander.home@gmail.com

Chris Simenstad - pata_grande@yahoo.com

The Richmond Yacht Club Foundation

Ornaith Keane - ornaitheane1@gmail.com

Jasper Van Vliet - jaspervvliet@gmail.com

Tips and Tricks from David Liebenberg (Foiling Nacra 17 Olympic campaigner)

- Some grants want drastically different info or styles than others.
- 1) Read the instructions or guidelines **twice**. Make a list of info they want. Make sure you include all information they ask for. You want to come off as put together and responsible.
- 2) Ask for clarification if you have any questions.
- 3) Have a parent or friend **double-check everything** before you send it.
- 4) If you are sending an email, write the message and attachments first, double check the email, and THEN add the email address. **Nothing worse than accidentally sending a half-written email!!!**